

HEALTH RECORD TECHNICIAN II (SUPERVISOR)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 3, 2003

**Collective Bargaining
Identification:** S04
Excluded supervisory position.

Job Analysis Conducted By: Joy Brown
Associate Personnel Analyst
Personnel Examining

Number of Incumbents: There are 36 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated January 31, 2003.

Subject Matter Expert(s):

Kathi Donahue, Medical Records Director (A), California Medical Facility

Kathi Donahue currently works as a Medical Records Director (A) with CDC California Medical Facility. Kathi has worked as a Health Record Technician II (Supervisor) for 12 years and has worked for the Department of Corrections for 18 years.

Susan Gabler, Health Record Technician II (Supervisor), Mule Creek State Prison

Susan Gabler has worked as a Health Record Technician II (Supervisor) for 3 years 5 months with CDC Mule Creek State Prison and 8 years at California Men's Colony State Prison. Susan has been with the Department of Corrections for a total of 12 years

Arlinda Salgado, Health Record Technician II (Supervisor), Deuel Vocational Institution

Arlinda Salgado has worked as a Health Record Technician II (Supervisor) for 7 years. Six of those years were spent at Deuel Vocational Institution, and 1 year at Solano State Prison. Arlinda has been with the Department of Corrections for a total of 12 years.

(BACKGROUND INFORMATION OBTAINED FROM THE SUBJECT MATTER
EXPERT BACKGROUND FORM)

HEALTH RECORD TECHNICIAN II (SUPERVISOR) INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Job specification
- Examination bulletin
- California Medical Facility, Deuel Vocational Institution and Ironwood State Prison, Duty statements
- Deuel Vocational Institution and Ironwood State Prison Post Orders
- Examination history folders
- Class specifications from State of Washington and Federal Government
- Occupational Information Network O*Net
- Conferring with Subject Matter Experts
- Task listing from Subject Matter Experts